

City of Hart, Michigan
CITY COUNCIL AGENDA
February 11, 2020, 7:30 PM
City Hall, 407 State Street, Hart, Michigan

1. Call to Order
2. Roll Call – LaPorte, Frontiera, Hegedus, La Fever, Martin, Platt, Splane
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes from January 28, 2020.
6. Public Comments, Correspondence, Events, Presentations
7. Department Reports (* written report is in the packet)
 - a. Police* b. BioPure c. Public Works d. Energy e. HEART
8. Reports of Boards, Commissions, and Committees (***) Minutes in the packet)

1. Cemetery***	9. Power	16. Tax Abatement
2. DPW	10. Recreation	17. Water/BioPure
3. Housing Board of Review	11. Parks	18. Neglected/Dangerous Properties
4. Finance/Personnel	12. Library	20. H.E.A.R.T
5. Fire Board***	13. Planning	21. Hart Lake Board
6. Historic	14. TIFA	22. Election Commission
7. Police	15. ZBA	23. Starting Block Kitchen Incubator
24. Compensation Com.		
9. Bills, Claims, Payroll
10. Action Items
 - a. Resolution 2020-10 Accept bids for Energy Utility Poles and authorize purchase
 - b. Resolution 2020-11 Accept bids on tree removal in JGP and authorize project
 - c. Resolution 2020-12 Authorizing contract with Prein Newhoff for Trust Fund Grant re-application
 - d. Resolution 2020-13 Authorizing contract with Prein Newhoff for development of the Hart Lake Water Trail
 - e. *Special Event Permit – Hart Hills Gravel Bike Race*
11. Discussion Items
 - a. Internal Policies to correct audit deficiencies
12. City Manager Report
13. Communications from the Mayor and Council
14. Adjournment –



**CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
JANUARY 28, 2019, 7:30 P.M.
MINUTES**

PRESENT: Mayor Ron LaPorte, Councilors: Joe Frontiera, Jason La Fever, Patrice Martin, Steve Hegedus, and Rob Splane.

ABSENT: Vicki Platt

OTHERS PRESENT: Energy Department Superintendent – Mike Schiller, BioPure Superintendent – Paul Cutter, DPW Superintendent – Brad Whitney, Police Chief – Juan Salazar, and Deputy City Clerk - Cheri Eisenlohr. See attached list for others in attendance.

Mayor LaPorte called the meeting to order at 7:30 p.m., following the roll call, the Mayor lead the Council in the pledge of allegiance.

AGENDA:

- Ms. Martin made a motion to approve the agenda, supported by Mr. Frontiera, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1

MINUTES:

- Mr. Frontiera made a motion to approve the minutes of January 14, 2020, meeting, supported by Mr. Hegedus, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Mr. Paul Erickson, Oceana County Fair Board President, thanked the Council for the use of the Community Center for his informational meeting on proposed changes to the fairgrounds.

DEPARTMENT REPORTS:

- Police Chief, Juan Salazar:
 - "I would like to announce that Officer Ingalls and his fiancé on January 21st, welcomed two baby girls into their family. The two baby girls are healthy and currently at home with parents. Officer Ingalls requested the next several weeks off to be at home with his children, so Officer Mantyck will be covering his shifts until he returns. On Monday, January 20th, we began utilizing our new office area. Several of the officers including myself, came in on Saturday, January 18th, and moved all the furniture and property around. I would also like to thank Paul and Frank from BioPure, Brad and Mike's guys from the DPW and Hydro on all the help and construction they did in our new office. I would also like to thank Lynne for allowing us to extend the police department. It has been a little getting used to, but the officers are happy with the new area. If any of you would like to stop on by and see the new office just let me know."
- Energy Dept. Superintendent, Mike Schiller:
 - New services have been installed on Lake Road and on Oceana Drive.
 - The last of the specialty meters are being installed.
 - Old conductors on Water Street are being removed; the area is being revamped.
- BioPure Superintendent, Paul Cutter:
 - Nothing to report
- DPW Superintendent, Brad Whitney:
 - Catch basins are being worked on due to warmer weather conditions.
 - Cold patching is taking place.

- o Tree trimming is also taking place.
- o Repairs to vehicles are being done.
- o Classes are being attended.

BILLS, CLAIMS, & PAYROLL:

- Bills: \$153,844.67 Payroll: \$56,689.52 Grand Total: \$210,534.19
 - o Mr. Splane made a motion to approve, supported by Mr. La Fever, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1

Mr. Splane asked that the Economic Development provide the City with its annual report.

ACTION ITEMS:

Ms. Ladner addressed the following Action Items:

RESOLUTION 2020-06
City Council
City of Hart, Michigan
Oceana County

ACCEPT PLANNING COMMISSION ANNUAL REPORT FOR 2018 AND 2019

WHEREAS, Horizon Community Planners have completed and submitted to the Planning Commission the Planning Annual Report for 2018 and 2019; and

WHEREAS, the Planning Commission received the report and approved the plan for submittal to the Council with revisions; and

WHEREAS, as part of being a Redevelopment Ready Community the City requested to accept and make available to the public a copy of said report;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the Planning Commission Annual Report for 2018 and 2019 as revised and recommend by the Planning Commission.

Moved by Mr. Splane, supported by Ms. Martin, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 2020.

Ayes: 6 Nays: 0 Absent: 1

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.



Cheri Eisenlohr, Deputy Clerk

Memo
 To: Mayor and Council
 From: Lynne Ladner

Date: 01/24/2020
Re: Res. 2020-07 Accept Bids and authorize the sale of 2002 F550 Utility Bucket Truck

The Council previously approved the sale of the 2002 F550 Utility Bucket Truck assigned to the Energy Department as surplus equipment. The sale was advertised to the public in the Oceana Herald and the City's website.

The City received bids from Silver Lake Jellystone - \$11,100, K&G Management - \$8,325, and Dubois Tree and Land Management - \$8,500, all of which met the minimum bid amount of \$8,000.

It is my recommendation that the Council adopt Resolution 2020-07 accepting bids and authorize the sale of the 2002 F550 Utility Bucket Truck to Silver Lake Jellystone for \$11,100 and authorize the City Manager to sign the necessary paperwork to complete the sale.

Lynne

RESOLUTION 2020-07
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS AND AUTHORIZE SALE OF 2002 F550 UTILITY BUCKET TRUCK

WHEREAS, the City Council declared the 2002 F550 Utility Bucket Truck as surplus equipment and authorized the sale to the highest bidder; and

WHEREAS, notice of the sale was made public through notice in the Oceana Herald Journal and the City's website and sealed bids were accepted until noon on January 23, 2020; and

WHEREAS, the City received bids from Silver Lake JellyStone - \$11,100, K&G Management - \$8,325 and Dubois Tree and Land Management - \$8,500 all of which met the minimum bid amount of \$8,000;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bid from Silver Lake JellyStone in the amount of Eleven Thousand One Hundred Dollars (\$11,100) for the sale of the 2002 F550 Utility Bucket Truck and authorizes the City Manager to sign the necessary documents for the completion of the sale.

Moved by Mr. Frontiera, supported by Mr. Hegedus, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 2020.

Ayes: 6 Nays: 0 Absent: 1

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.



Cheri Eisenlohr, Deputy Clerk

Memo

To: Mayor and Council

From: Lynne Ladner

Date: 01/24/2020

Re: Res. 2020-08 Purchase and installation of snowplow for BioPure truck

The BioPure Department has taken delivery of the new fleet pickup truck. The snowplow that is attached to the vehicle being replaced isn't compatible with the new truck, and it is a needed piece of equipment as the department used it to clear around the facility and it can also be a backup/additional plowing vehicle if required by the DPW department.

the City solicited bids for a snowplow with installation and received bids from Reeman Farm Equipment (Fremont, MI) - \$6,807.86, Mears Service Center (Mears, MI) - \$6,639.29 and Monroe Truck and Auto Accessories (Muskegon, MI) - \$6,575

The low bid in this instance is Monroe Truck and Auto Accessories out of Muskegon at \$6,575, but the next lowest bid from Mears Service Center in Mears is only 1% higher at \$6,639.29. The Council has previously awarded a bid to a local business that was within what the Council considered to be a reasonable percentage of the low bid.

In this case, I will not make a recommendation but if the Council agrees to move forward with this expenditure the motion could be worded as Accepting the bid from _____ in the amount of \$_____ for the purchase and installation of a snowplow on the BioPure Department's 2020 Chevrolet Silverado 2500.

Lynne

RESOLUTION 2020-08
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS FOR SNOWPLOW FOR THE 2020 BIOPURE PICKUP AND AUTHORIZE THE PURCHASE AND INSTALLATION

WHEREAS, the City of Council previously authorized the purchase of a new fleet pickup for the BioPure Department which has taken delivery of the vehicle the snowplow on the fleet vehicle that it is replacing is not transferable to the new vehicle; and

WHEREAS, the Department is in need of a vehicle with a snowplow to provide clearing service at the facility and to act as a backup if needed for the DPW department; and

WHEREAS, the City solicited bids for a snowplow with installation and received bids from: Reeman Farm Equipment (Fremont, MI) - \$6,807.86, Mears Service Center (Mears, MI) - \$6,639.29 and Monroe Truck and Auto Accessories (Muskegon, MI) - \$6,575;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bid from Mears Service Center in the amount of \$6,639.29 for the purchase and installation of a snowplow on the BioPure Department's 2020 Chevrolet Silverado 2500.

Moved by Ms. Martin, supported by Mr. Splane, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 2020.

Ayes: 6 Nays: 0 Absent: 1

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.



Cheri Eisenlohr, Deputy Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 01/24/2020
Re: Res. 2020-09 Authorized sale of surplus equipment

The City has replaced fleet vehicles in two departments this year, and it is in the City's best interest to dispose of the vehicles that have been taken out of service and return those funds to the City. It is being requested that the Council declare that the 2007 Ford F-250 assigned to the BioPure Department and the 2005 Ford F-250 assigned to the DPW Department are surplus equipment and authorize the sale of the vehicles to the highest bidder.

It is my recommendation that Resolution 2020-09 declaring the vehicles as surplus equipment and authorizing the sale of the vehicles to the highest bidder.

Lynne

**RESOLUTION 2020-09
City Council
City of Hart, Michigan
Oceana County**

AUTHORIZE THE SALE OF SURPLUS EQUIPMENT FROM BIOPURE AND DPW DEPARTMENTS

WHEREAS, the new fleet vehicles have been purchased for the BioPure and DPW departments to replace the 2007 Ford F250 in the BioPure Department and the 2005 Ford F-250; and

WHEREAS, it is in the best interest of the City to dispose of surplus equipment in a timely manner in order to obtain the best return on sale of the equipment;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Declares the 2007 Ford F250 assigned to the BioPure Department and the 2005 Ford F250 assigned to the DPW Department as surplus equipment and authorize the City

Manager and Department heads to advertise the sale of the equipment to the highest bidder.

Moved by Mr. Hegedus, supported by Mr. Frontiera, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 2020.

Ayes: 6 Nays: 0 Absent: 1

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.



Cheri Eisenlohr, Deputy Clerk

DISCUSSION ITEMS:

- Bechtel's offers to purchase the City's ownership in shared Lot 7 of the 227 E Main St. purchase.
 - Ms. Martin made a motion to table this item until more information on potential development has been discussed, supported by Mr. La Fever.
 - Ayes: 6 Nays: 0 Absent: 1

CITY MANAGER'S REPORT:

- A written report was provided in the packet.

CITY ATTORNEY'S REPORT:

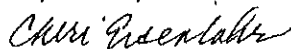
- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Re-appointment of Peggy Wittman to Planning Commission.
 - Ms. Martin made a motion to re-appoint Ms. Wittman, supported by Mr. La Fever.
 - Ayes: 6 Nays: 0 Absent: 1
 - Mr. La Fever advised the council that he would take the other vacant council member space on the board.
- Appointment of Council representatives to the Hart Economic Redevelopment Team board.
 - Mr. Splane advised that he would like to be on the board. Ms. Platt was placed on the board as well. Voice vote – all ayes. Absent: 1 (Platt)
- Accept the resignation of Council Member Patrice Martin and establish the process for filling the vacancy.
 - Ms. Martin's resignation was accepted by the Council, the position will be advertised, and applications accepted. Interviews will then be scheduled. The position is to be filled within 30 days of notification.

There being no further business to come before the Council, the meeting adjourned at 7:51 p.m., upon motion by Mr. Hegedus and supported by Mr. Frontiera. The next regularly scheduled meeting will be on February 11, 2020, at 7:30 pm.

Respectfully Submitted



Deputy City Clerk



City of Hart Police Department

407 State Street

Ph. (231)873-2488 Fax (231)873-0100

Hart, MI 49420-1259

Juan Salazar, Chief

TO: City of Hart Mayor, City Council, and City Manager
FROM: Juan Salazar, Chief of Police
DATE: February 11th, 2020

RECENT EVENTS

From Thursday, January 23rd, 2020, through Wednesday, February 5th, 2020, the Hart Police Department received 79 complaints ranging from Well-Being Check, Suspicious Situations, Threat Complaints, Medical Assists, Property Damage Crashes, Larcenies, Vehicle Violations, Disturbances, Motorist Assists, Probation / Parole Violations, Breaking & Enterings, Assault & Batteries, Mental Health Complaints, Civil Child Custody Issues, a Child Sexual Abuse Material Complaint, Assist to Other Agencies, Death Investigations, Harassment Complaints, Retail Frauds, Domestic Assaults, Found Property Complaints and a Malicious Destruction of Property Complaint.

On Friday, January 24th, 2020, the Hart Police Department was dispatched to the 100 block of Lincoln Street in reference to a Larceny Theft from a Motor Vehicle. A 26-year-old Rothbury woman explained she believes a Samsung Tablet had been stolen from her vehicle, which was unlocked and sitting unoccupied in a parking lot within the City of Hart. An investigation is ongoing.

On Monday, January 27th, 2020, the Hart Police Department was dispatched to the 2000 block of Comfort Drive in regards to a Larceny Theft from a Building. Approximately, \$1,000 had been stolen from a hotel room of a local business. A male, unknown at this time, is noted removing / stealing several items from the hotel room. An investigation is ongoing.

On Tuesday, January 28th, 2020, the Hart Police Department was dispatched to the 400 block of Washington Street about a Criminal Sexual Conduct complaint. A juvenile child had disclosed to her mother an individual had taken naked photographs of the child. An investigation is ongoing.

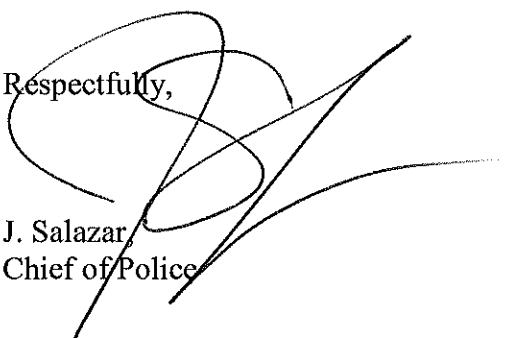
On Thursday, January 30th, 2020, the Hart Police Department was dispatched to the 3000 block of Polk Road in reference to a Retail Fraud / Trespassing complaint. A 46-year-old Hart man is alleged to have stolen two (2) alcohol containers from a local business. It should be noted; this man had previously been told by law enforcement and the local business he was no longer welcome on the property. A report will be submitted to the Oceana County Prosecutor's Office for his review.

On Friday, January 31st, 2020, the Hart Police Department was contacted via telephone of a Domestic Assault that had occurred on Wednesday, January 29th, 2020, at the Park and Ride in Hart. On Wednesday, a 33-year-old Muskegon woman stated an argument erupted between her and her boyfriend, a 42-year-old Muskegon man. The man attempted to take the woman's cell phone away during the argument. The man is accused of putting both of his hands around the neck of the woman after removing the phone from the woman's person. The man was located and denied assaulting the woman. The man was arrested and lodged at the Oceana County Jail for Domestic Assault.

On Saturday, February 1st, 2020, the Hart Police Department was dispatched to the 90 block of Hilltop Drive in regards to an Unlawful Drive Away of a Motor Vehicle. A 77-year-old Hart man stated a 30-year-old Mears man had taken a vehicle from his residence without his authorization / permission. During this investigation, the vehicle was returned to the Hart man without incident. The Hart man wished not to pursue criminal prosecution against the Mears man pertaining to this complaint.

Respectfully,

J. Salazar
Chief of Police



HART CEMETERY COMMISSION

Meeting Minutes

January 20, 2020

The meeting to order by Jay McGhan at 7:00 p.m. at the Hart Township Hall at 3437 West Polk Road.

Members Present: Urick, Hegedus, McGhan, Moul, Absent Veurink 2 audience members

Minutes from Last Meeting: The minutes from November 18, 2019 meeting were reviewed. Moul made a motion to approve and seconded by Urick. All ayes, passed.

Financial Report:

A) As of December 31, 2019 the checking account has a balance of \$83,799.42

B) As of December 31, 2019 the savings account has a balance of \$122,461.06

C) As of Sept. 22, 2019 the certificate balance was \$51,146.44

Also under Financial: Moul made a motion to purchase another Certificate of Deposit for \$50,000.00

With money from the savings which doesn't earn anything. Seconded by Hegedus

All ayes, passed.

Changes to end of year budget 2019 for 2020:

Wages were increased by \$3,000.00 to \$54,000.00

MESC/Mi unemp. Down \$2,000.00 to \$4,000.00

Board down \$1,000.00 to \$1,000.00

No change to budget total of \$126,305.00

Urick made a motion to accept financial report & changes seconded by Moul all ayes, passed.

Sexton's Report: **1)** McAtaffer Tree service will be fixing the rope on flag pole in the spring. It broke and cannot be fixed without a bucket truck. They will be checking on trees that need trimming or taken down. **2)** Looking into selling the old Toro mower (52" gas) Charles Carter has shown interest in it. Planning on having a Spring yard sale. I have 1 full burial & 3 cremations already for Spring 2020.

Old Business: **1)** Jay McGhan brought up the need for a sonar scan at South Hart Cemetery.

2) Urick asked about the memorial walls we have been discussing. Veurink brought up a good idea about a memorial walkway. She has relatives that have a raised bed plot. We need to have something for all the cremations we have seen. Check into some other options and report back in April. Hegedus wanted to know about backflow. Bosse explained that it will be done this spring \$10,000.00 to \$20,000.00. He talked to Brad at DPW.

New Business: Cancelling Republic Trash service. Their bill has increased by \$20.00 to around 105.00 per month. Marks can get us a bigger 3 Cubic Yard container for around \$75.00 per month. Moul made a motion to change service and seconded by Veurink all ayes, passed.

Adjourn: A motion for the meeting to adjourn was made by Moul Supported by Urick All ayes. Meeting adjourned at 7:44 p.m.

Next Meeting is April 20, 2020

Respectfully Submitted,

Barbie L. Goss, Sec./Treasurer

HART AREA FIRE
ADMINISTRATIVE BOARD

Meeting Minutes- January 2, 2020

The Hart Area Fire Administrative Board Meeting was called to order by Vice Chairman Jay McGhan at 7:00PM. Others present for the meeting were Mike Powers, Mike Potter, Clancy Aerts, Jake Whelpley, Bruce Mull. Chief Jack White and Assistant Chief Fuehring and undersigned.

Absent for the meeting was Dick Huntington and Gary Beggs.

Others Present for the meeting were firefighter Mike Barefoot and Bob and Lori Green.

Motion was made by Aerts and supported by Stevenson to accept the agenda as presented. Voice Vote, all yes, Motion carried.

There were no comments from the audience at this time.

Motion was made by Whelpley and supported by Potter to accept the Dec 5, 2019 meeting minutes with the change of Chief instead of check in the minutes on the second page. Voice Vote, all yes. Motion carried.

Treasurer advised the board there was a total of \$13,800.96 in expenses to be approved. The expenses included the struts kit which was approved in May of 2019 and have been using for about 6 months. Target Solutions Training program and Membership in the Mason County Training Committee.

Treasurer reported a balance in the checking account of \$26,301.89. Michigan Class General Fund\$146,484.12 and Michigan Class Capital Improvement\$195,179.43.

Motion was made by Powers and supported by Aerts to accept the treasurers report . Roll call vote, all yes. Motion carried.

Motion was made by Whelpley and supported by Stevenson to pay the bills as presented . Roll call vote, all yes. Motion carried

Chief advised there were 13 runs in December.

The new 141 needed a new light bar and had to replace some other lights on the truck. So far we have spent \$2,500 and will need to spend another \$2,100 on other improvements on that truck.

Chief advised the department needs to purchase a set of turnout gear for FF Barefoot which will be approximately \$2,200. Barefoot has been using Shelby's gear but that gear is out of service due to a call Shelby handled. He is using an older set of gear but does not have a set of gear from Hart.

We will also need to purchase a 4 inch hose to replace one that failed in the recent hose testing that was completed.

The pagers are in and they are slated to be put in service on Monday June 6 at noon.

Chief had mentioned in his remarks, the new 141 should be replaced in 4 years. Aerts asked why the truck needed to be replaced in 4 years? Chief explained the purchase of the Muskegon Township Engine was a short term fix and what the department could afford. It will allow the members and officers to see if a custom cab is what this department will want in the future. Also let the funds build up so a truck can be purchased. The truck that was at the department had a price tag of \$300,000.00 and there were several items not included that Hart would want on a truck.

Chief also asked how the board wanted to dispose of the old 141. After discussion Whelpley made the motion to take bids on the truck and this was supported by Potter. Roll call vote, all yes. Motion carried.

Motion was made by Mull and supported by Potter to purchase one set of FF gear at a cost of \$2,200 and to do the upgrades on the new truck of \$2,100. Roll call, all yes. Motion carried.

Chief advised the department has been awarded a grant for boots. This is a \$4,000.00 grant. The grant will pay ½ of what the department spends on boots up to \$4,000.00.

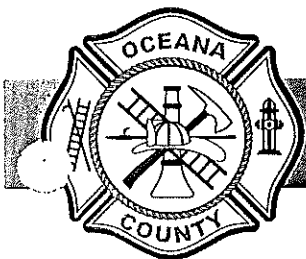
Meeting adjourned at 7:27PM.

Next meeting will be January 30, 2020.

Respectful Submitted,

Daniel Leimback

Sec/Treasurer



HART AREA FIRE DEPARTMENT

808 S. STATE STREET
P.O. BOX 125
HART, MI 49420
PH. & FAX (231) 873-3378
DISPATCH (231) 869-5858
WWW.HARTFIREDEPARTMENT.ORG

HART AREA FIRE DEPARTMENT

FIRES BY DISTRICT.

2019

<u>HART CITY</u>	<u>HART TOWNSHIP</u>	<u>GOLDEN TOWNSHIP</u>	<u>WEARE TOWNSHIP</u>	<u>OTHER</u>
45	49	41	25	19

= 179

Hart FD Call Volume Previous Years

2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
169	162	158	153	148	141	192	119	116	115	137

FIRE PREVENTION & COMMUNITY OUTREACH FOR 2019

February	Oceana Christian Kindergarten	1 hour
May	Memorial Day parade and service	2 hours
June	Fire Prevention year end activities at Spitler	3 hours
	Fly-in Breakfast Oceana County Airport	3 hours
	Asparagus Festival Parade	4 hours
	Open House Oceana County Road Commission	4 hours
	Open House and Safety Day GHSP	4 hours
	Walk-a-thon @ Spitler School	4 hours
July	Parade & Display @ Yogi Bear Campground	2 hours
	State Park Parade @ Silver Lake	2 hours
	Fireworks on the Dunes	4 hours
	Fireworks Downtown Hart	3 hours
	Hero's on the Dunes	5 hours
	Mears Block Parade	3 hours
August	Oceana County Fair Demo Derby	8 hours
September	Golden Fair	1 hour
October	Fire Prevention Open House	30 hours
	Fire Prevention School Visits	5 hours
	Oceana Grange Parade	1 hour
	Trunk or Treat @ Hart Methodist Church	3 hours
	Halloween Night Trick or Treat	12 hours
November	Story Time at the Hart Library	2 hours
December	Hart Christmas Parade	1 hour
	Silver Lake Christmas Parade	1 hour
	Total Hours	108 hours

Payables Date: 2/11/2020	Description	Total	General +	DPW	Energy	BPTF	Water
Adams, Matt	Phone Reimbursement	\$ 35.00		\$ 35.00			
Anderson, Shawn	Phone Reimbursement	\$ 35.00	\$ 35.00				
BS&A	Annual Service/Support	\$ 3,800.00	\$ 1,520.00		\$ 760.00	\$ 760.00	\$ 760.00
Cannon/Eaton	Yukon Software Support	\$ 3,966.00			\$ 1,983.00		\$ 1,983.00
City of Hart	Utility Bills	\$ 45,813.71	\$ 589.51	\$ 1,097.16	\$ 1,970.76	\$ 39,926.41	\$ 2,229.87
Consumers Energy	Utilities	\$ 245.91			\$ 245.91		
Cutter, Paul	Reimburse Travel Exp	\$ 122.08				\$ 122.08	
Dave's Party Store	Fuel	\$ 2,619.63	\$ 583.42	\$ 1,209.38	\$ 562.41	\$ 264.42	
Denison, James	Energy Efficiency Incentive	\$ 300.00			\$ 300.00		
Eisenlohr, Mike	Phone Reimbursement	\$ 35.00		\$ 35.00			
Environmental Resource Assoc.	Lab Supplies	\$ 837.56				\$ 837.56	
Etna	Parts/Supplies	\$ 1,020.00					\$ 1,020.00
Fish Window	City Hall Window Cleaning	\$ 105.00	\$ 105.00				
FNG Properties	Deposit Refund	\$ 124.85			\$ 124.85		
Frontier	Diesel Plant	\$ 88.36			\$ 88.36		
Gowell, Nate	Phone Reimbursement	\$ 35.00			\$ 35.00		
Gracon	Aruba Central DM - 1 token 3 yr	\$ 495.00	\$ 165.00	\$ 82.50	\$ 82.50	\$ 82.50	\$ 82.50
Guardian	March Ins. Prem.	\$ 978.44	\$ 299.58	\$ 138.43	\$ 333.49	\$ 155.91	\$ 51.03
HACH	Lab Supplies	\$ 598.39				\$ 598.39	
Hart Automotive	Auto Parts/Supplies	\$ 761.09		\$ 598.57	\$ 162.52		
Hintz, Brian	Phone Reimbursement	\$ 35.00	\$ 35.00				
Horizon Community Planning	Planning Services	\$ 1,181.20	\$ 1,181.20				
Huntington	Credit Card Charges	\$ 1,064.08	\$ 727.83			\$ 336.25	
HydroCorp	Cross Connection Control Program	\$ 750.00					\$ 750.00
Ingalls, Joe	Phone Reimbursement	\$ 35.00	\$ 35.00				
Jons to Go	Portable Restrooms	\$ 222.00			\$ 222.00		
Kies, Chris	Phone Reimbursement	\$ 35.00				\$ 35.00	
Klotz Auto Parts	Auto Parts/Supplies	\$ 996.83		\$ 252.70	\$ 744.13		
Ladner, Lynne	Monthly Car Allowance	\$ 300.00	\$ 300.00				
LARA	LIEAF Program	\$ 1,091.39			\$ 1,091.39		
Lighthouse Car Care	Tire Repair	\$ 25.00			\$ 25.00		
Ludington Daily News	Publishing	\$ 579.60	\$ 579.60				
Marshall, Christina	Deposit Refund	\$ 182.15			\$ 182.15		
Model Coverall Svc	Uniforms/Rags/Rugs	\$ 829.69	\$ 97.85	\$ 222.65	\$ 372.61	\$ 136.58	
MPPA	Purchased Power	\$ 13,752.42			\$ 13,752.42		
PixelGraphix	Envelopes	\$ 120.00	\$ 120.00				
Power Line Supply	Parts/Supplies	\$ 1,820.10			\$ 1,820.10		
Pranger Property Mgmt	Cleaning Fees	\$ 168.00	\$ 168.00				
Quill	Office Supplies - Police	\$ 36.96	\$ 36.96				
Quill	Time Cards	\$ 41.97				\$ 41.97	
Republic Services	The Starting Block	\$ 186.18			\$ 186.18		
Ricoh	Copy Fees	\$ 50.12	\$ 50.12				
Riggs, Jason	Phone Reimbursement	\$ 35.00		\$ 35.00			
Salazar, Juan	Phone Reimbursement	\$ 35.00	\$ 35.00				
Schiller, Mike	Phone Reimbursement	\$ 35.00			\$ 35.00		
Skipski, Kevin	Phone Reimbursement	\$ 35.00	\$ 35.00				
St. Germaine, Shawn	Deposit Refund	\$ 167.87			\$ 167.87		
Staate of Michigan	Boiler Certificate	\$ 130.00			\$ 130.00		
Swihart's Septic	Camera/Jetting Svc 417 Courtland	\$ 1,200.00		\$ 1,200.00			
SyncWave	Internet Hosting	\$ 437.59	\$ 125.38	\$ 73.44	\$ 73.44	\$ 165.33	
UIS Scada	Subscription Service	\$ 2,395.00				\$ 2,395.00	
United Group - ACH	Feb. Ins. Prem.	\$ 2,498.04	\$ 804.30	\$ 465.39	\$ 528.83	\$ 544.06	\$ 155.46
VanAgmael, Scott	Phone Reimbursement	\$ 35.00			\$ 35.00		

Payables Date: 2/11/2020	Description	Total	General +	DPW	Energy	BPTF	Water
VanDyke, Jed	Phone Reimbursement	\$ 35.00			\$ 35.00		
VanZoeren, Andy	Phone Reimbursement	\$ 35.00			\$ 35.00		
Windridge	New Truck Graphic	\$ 125.00				\$ 125.00	
		\$ -					
	Subtotal	\$ 92,717.21	\$ 7,628.75	\$ 5,445.22	\$ 26,084.92	\$ 46,526.46	\$7,031.86
Additional Bills							
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal Reg and Additional	\$ 92,717.21	\$ 7,628.75	\$ 5,445.22	\$ 26,084.92	\$ 46,526.46	#####
HAND CHECKS/ACH							
Alerus - ACH	City Share 401 Retirement	\$ 3,103.44	\$ 3,103.44				
US Postmaster	Postage Utility Bills - Late Notices	\$ 471.85			\$ 306.71	\$ 141.56	\$ 23.58
		\$ -					
		\$ -					
	TOTAL HAND CHECKS	\$ 3,575.29	\$ 3,103.44	\$ -	\$ 306.71	\$ 141.56	\$ 23.58
	Sub-Total Regular Bills/Additional Bills/Hand Checks	\$ 96,292.50	\$ 10,732.19	\$ 5,445.22	\$ 26,391.63	\$ 46,668.02	#####
Gross Payroll							
	477	\$ 57,710.47					
	Sub-Total	\$ 57,710.47					
	GRAND TOTAL	\$ 154,002.97	\$ 10,732.19	\$ 5,445.22	\$ 26,391.63	\$ 46,668.02	\$7,055.44

PAYROLL AMOUNTS					
02/06/20					
Pay 477		GROSS PAY	OVERTIME	OPT-OUT	BASE PAY
Employee Code	Dept.		PAY		
FULL-TIME					
MGR.	MSM	\$0.00	\$0.00	\$0.00	\$0.00
DPW1	DPW	\$2,881.28	-\$716.48	\$0.00	\$2,164.80
DPW2	DPW	\$2,601.45	-\$633.45	\$0.00	\$1,968.00
DPW3	DPW	\$2,801.17	-\$600.29	\$0.00	\$2,200.88
DPWS	DPW	\$2,376.80	\$0.00	\$0.00	\$2,376.80
ENERGY1	Energy	\$3,449.60	\$0.00	\$0.00	\$3,449.60
ENERGY2	Energy	\$3,430.00	-\$294.00	\$0.00	\$3,136.00
ENERGYS	Energy	\$3,765.61	\$0.00	\$0.00	\$3,765.61
ENERGY3	Energy	\$2,957.69	\$0.00	\$0.00	\$2,957.69
ENERGY4	Energy	\$2,488.80	\$0.00	\$0.00	\$2,488.80
ENERGY5	Energy	\$2,705.83	-\$394.07	\$0.00	\$2,311.76
DCC	Office	\$1,556.00	\$0.00	\$0.00	\$1,556.00
MGR.	Office	\$3,552.00	\$0.00	\$0.00	\$3,552.00
CC	Office	\$1,968.80	\$0.00	\$0.00	\$1,968.80
DCC	Office	\$1,381.60	\$0.00	\$0.00	\$1,381.60
PO	Police	\$2,097.60	\$0.00	\$0.00	\$2,097.60
PO	Police	\$2,412.24	-\$314.64	\$0.00	\$2,097.60
PO	Police	\$2,097.60	\$0.00	\$0.00	\$2,097.60
PC	Police	\$2,463.20	\$0.00	\$0.00	\$2,463.20
DS	Police	\$2,154.41	\$0.00	\$0.00	\$2,154.41
BIOS	WW	\$2,816.00	\$0.00	\$0.00	\$2,816.00
BIOS	WW	\$2,293.95	-\$129.15	\$0.00	\$2,164.80
BIOS	WW	\$2,000.80	\$0.00	\$0.00	\$2,000.80
TOTAL		\$56,252.43	\$0.00	\$0.00	\$53,170.35
COUNCIL					
CC1		\$0.00	\$0.00	\$0.00	\$0.00
CC2		\$0.00	\$0.00	\$0.00	\$0.00
CC3		\$0.00	\$0.00	\$0.00	\$0.00
CC4		\$0.00	\$0.00	\$0.00	\$0.00
CC5		\$0.00	\$0.00	\$0.00	\$0.00
CC6		\$0.00	\$0.00	\$0.00	\$0.00
CC7		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00
PART-TIME					
MGR.	HHD	\$303.05	\$0.00	\$0.00	\$303.05
MSM	HMS	\$307.50	\$0.00	\$0.00	\$0.00
EW	Office	\$0.00	\$0.00	\$0.00	\$0.00
CEO	Office	\$0.00	\$0.00	\$0.00	\$0.00
PPO	POL-PT	\$0.00	\$0.00	\$0.00	\$0.00
PPO	POL-Pt	\$847.50	\$0.00	\$0.00	\$0.00
TOTAL		\$1,458.05	\$0.00	\$0.00	\$303.05
TOTAL PAYROLL		\$57,710.48	\$0.00	\$0.00	\$53,473.40

OVERTIME HOURS WORKED							Item 9
Pay Period 01/17/2020 to 1/30/2020		Pay 477	PAID HOURS			Call-Out	Pay Date 2/06/2020
EMPLOYEE NAME	DEPT.	DATES WORKED	1.5x	2x	2.25x	Sched.	REASON
Chris Kies	BPTF	1/25,26	1.50	1.50		S	Lab
Frank Lloyd	BPTF						
Jason Riggs	DPW	1/18,19,20,23	10.00	4.50		C	Plowing, Plugged Sewer
Mike Eisenlohr	DPW	1/18,19,20	10.50	5.00		C	Plowing
Matt Adams	DPW	1/18,19,20	10.75	5.00		C	Plowing
Terry Birkman	Energy						
Andy Van Zoeren	Energy	1/19,20	4.00	4.50		C	Plowing
Nathan Gowell	Energy	1/18/2020	5.00			C	Plowing
Jed Van Dyke	Energy						
Scott Van Agtmael	Energy						
Shawn Anderson	Police						
Brian Hintz	Police	1/19/2020	8.00			S	Cover Shift
Kevin Skipski	Police						
Joe Ingalls	Police						
Elizabeth Mantyck (PT)	Police						
David Malotke (PT)	Police						

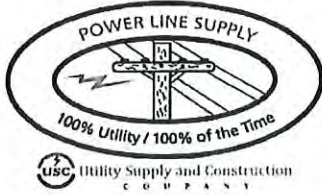
Memo

To: Mayor and Council
From: Lynne Ladner
cc:
Date: 01/07/2020
Re: Res. 2020-10 Accept bids for Energy Utility Poles

The energy department has solicited bids for the purchase of 5/35 and 4/40 utility poles from four companies. Power Line supply is priced at \$203 per 5/35 pole and \$295 per 4/40 pole, Stella Jones \$225 per 5/35 pole and \$326 per 4/40 pole, Koppers \$254 per 3/35 pole and \$340 per 4/40 pole, and Bell at \$252 per 5/35 pole and \$399 per 4/40 pole. With the need to ensure that the department has utility poles on hand in case of damage, decay or line extension it is most cost effective to purchase the poles in larger quantities for delivery to be included in the price.

It is my recommendation that the council adopt resolution 2020-10 accepting the bids for the purchase of utility poles and authorize the department to purchase the quantities specified on the lowest per pole bid from Power Line Supply not to exceed \$11,140

Lynne



Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 USA
 231-832-2297

QUOTATION

Order Number	
12419661	
Order Date	Page
2/3/2020 12:50:46	1 of 1

Bill To:

Hart, City Of
 Attn: Accounts Payable
 10 Water Street
 Hart, MI 49420

Ship To:

Hart, City Of
 3907 North Oceana Drive
 Hart, MI 49420

231-873-5367
 Attn: Cheri Eisenlohr

Requested By: Mr. Mike Schiller

Customer ID: 100316

PO Number	Freight	Carrier	Taker
QUOTE-3	Prepaid		JENNIFER_ROOD

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp				

Delivery Instructions: Poles are framed per Consumers Energy specs.
 Delivery is included in the price of the pole.

20.0000	0.0000	20.0000	EA		(001) 5/35 SP-P30/NA N PSF-CE Pole Wood 35/5 Syp Ce Penta	EA 1.0	203.0000	4,060.00
				1.0			Lead Time Days ARO: 0	
24.0000	0.0000	24.0000	EA		(002) 4/40 SP-P30/NA N PSF-CE Pole Wood 40/4 Syp Ce Penta	EA 1.0	295.0000	7,080.00
				1.0			Lead Time Days ARO: 0	

Total Lines: 2 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
 STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A
 COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 11,140.00
TAX: 0.00

AMOUNT DUE: 11,140.00
 U.S. Dollars



Quote Form



Koppers Utility & Industrial Products

PO Box 384 Phone: (912)966-7005
Vidalia, GA 30474 Fax: (910) 707-0368

**Utility &
Industrial Products**

Date: 1/31/2020
To: Jenny Rood
Fax: _____
Specifications Roof & Brand, Framing
Preservative: Penta
Retention: 0.38
Other: _____

Company: Hydrolake Inc.
Phone: 1-231-825-2233,,7002

Material: Southern Yellow Pine

Prices below are FOB: Hart, MI

<u>Quantity</u>	<u>Size</u>	<u>Delivered Price each</u>
23	4/40	\$ 340
23	.5/35	\$ 254

1. Our quotation is valid for acceptance until 2/15/2020
2. Prices are FOB: Truck unless otherwise specified.
3. Shipments can be within 2-3 weeks after receipt of order.
4. Prices are based on the above quantities.
5. Terms: Net 30 days

We thank you for allowing us to quote you on the above material, and for considering us as your supplier. If you would like any more information, please do not hesitate to contact me at the number listed above.

Teresa Robinson
Inside Sales Department
Koppers Utility & Industrial Products
robinsont@koppers.com

RESOLUTION 2020-10
City Council
City of Hart, Michigan
Oceana County

***ACCEPT BIDS FOR ENERGY DEPARTMENT UTILITY POLES AND AUTHORIZE
PURCHASE***

WHEREAS, the City of Hart owns and operates the electric distribution utility Hart Energy; and

WHEREAS, it is a necessary part of owning and maintaining an electric utility to replace or place utility poles due to damage, decay and expansion of the system; and

WHEREAS, The energy department has solicited bids for the purchase of 5/35 and 4/40 utility poles from four companies. Power Line supply is priced at \$203 per 5/35 pole and \$295 per 4/40 pole, Stella Jones \$225 per 5/35 pole and \$326 per 4/40 pole, Koppers \$254 per 3/35 pole and \$340 per 4/40 pole, and Bell at \$252 per 5/35 pole and \$399 per 4/40 pole. ;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bids for the purchase of utility poles and authorizes the Energy Department to proceed with the purchase of the utility poles from Power Line Supply not to exceed \$11,140.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, February 11, 2020.

Ayes: Nays: Absent:

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

Cheri Eisenlohr, Deputy Clerk

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/07/2020

Re: Res. 2020-11 Accept bids for tree removal in JGP

The city has solicited bids for the removal of marked trees in JGP prior to the opening of the campgrounds for the 2020 season. Two bids were received for each option for the option leaving the large wood logs Custom Tree Service bid \$9,900 and Dubois bid \$11,200. For the option of a full site clean up removing all debris and logs Custom Tree Service bid \$12,350 and Dubois bid \$16,900

I recommend the Council adopt Resolution 2020-11 awarding the tree removal contract to _____
in the amount of _____

Lynne

Tree Truck Sale
July 2019

Bidder	Bid Price
Dubois - Wood remains at site	\$11,200
Dubois - full clean up	\$16,900
Custom Tree Svs - wood remains	\$9,900
Custom Tree Svs - full clean up	\$12,350

Set Minimum Bid: \$ 15,000



BID FORM

Submit one (1) signed original of this BID FORM to the City of Hart, 407 State St., Hart, MI 49420. On the outside of your sealed bid, clearly identify as "JG PARK Tree Bid"

Bids will be awarded to the lowest bidders. All Bids must include pricing for both options to be considered.

Option 1

Remove all 13 trees to the ground and dispose of all debris from the park. \$ 12,350

Option 2

Remove all 13 trees to the ground and chip brush, leaving 4" diameter wood and larger, at the site. \$ 9,900

The undersigned BIDDER hereby further certifies that it has read all of the bid documents and agrees to abide by the terms, certifications, and conditions thereof. BIDDERS ARE REQUIRED TO PROVIDE PROOF OF LIABILITY INSURANCE AS WELL AS WORKMAN'S COMPENSATION COVERAGE.

BIDDERS WILL NEED TO COMPLY WITH ALL OSHA/MIOSHA SAFETY STANDARDS AS WELL AS OSHA/MIOSHA TRAFFIC CONTROL STANDARDS.

Printed Name:

Tom Riggs

Title: President

Signature: Tom Riggs

Date: 02-04-2020

Name of Company: Custom tree service

Business Address: 1787 N mears st

(Street Address) (City) (State) (Zip Code) Mailing Address:

1787 N mears st mears MI 49436

(P.O. Box) (City) (State) (Zip Code) Telephone: (Office) 231-873-4645

(Fax) _____

Firm Owner: Tom Riggs

Firm CEO: Tom Riggs

S.S. # or Tax ID #: 82-1145665



CERTIFICATE OF INSURANCE

Scan Code
CERT

FARM BUREAU MUTUAL INSURANCE COMPANY OF MICHIGAN
 FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN
Lansing, Michigan 48909

AMENDED

Name and Address of Certificate Holder:

CITY OF HART
407 S STATE ST
HART, MI 49420

Named Insured and Address:

CUSTOM TREE SERVICE INC
1797 N MEARS ST
MEARS, MI 49436

Issue Date: 02/05/2020

This is to certify that the following policy(ies) of insurance has (have) been or will be issued by the Company to the Named Insured. This certificate is not a guarantee that the policy(ies) will remain in effect until its (their) stated expiration date. In the event of cancellation of any of the insurance policies before the expiration date, the Company will endeavor to mail notice of such cancellation to the Certificate Holder designated above at the Certificate Holder's last known address, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend, or alter the coverage afforded by the policy(ies) of insurance indicated below. The information conveyed in this Certificate of Insurance is only valid for the indicated policy periods. Certificates of Insurance for subsequent policy periods must be requested by the Certificate Holder.

Type of Insurance	Policy Number	Policy Period	Limits of Liability	
Business Auto Liability • Specifically Described Autos (Symbol 7) <input type="checkbox"/> Hired Auto (Symbol 8) <input type="checkbox"/> Non-Owned Auto (Symbol 9)		Eff. Exp.	Combined Single Limit Each Accident \$	
Worker's Disability Compensation	WCC-3087060	Eff. 03/23/2019 Exp. 03/23/2020	Coverage A - Statutory Coverage B - Bodily Injury by Accident \$ 500,000 (Employer's Liab.) Bodily Injury by Disease \$ 500,000 Bodily Injury by Disease \$ 500,000	Each Accident Each Employee Policy Limit
Comprehensive General Liability or Commercial Package <input checked="" type="checkbox"/> Including <input type="checkbox"/> Excluding Products-Completed Operations <input type="checkbox"/> Personal Injury and Advertising Injury Liability Coverage is Included <input type="checkbox"/> Hired Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> CERTIFICATE HOLEER is an Additional Insured <input type="checkbox"/> Excluding:	CPP-3087059	Eff. 03/23/2019 Exp. 03/23/2020	Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000 Medical Payments Limit \$ 5,000	Products Aggregate \$ 1,000,000
Owners and Contractors Protective Liability		Eff. Exp.	Each Occurrence \$	General Aggregate \$
Products - Completed Operations Liability		Eff. Exp.	Each Occurrence \$	Products Aggregate \$
Umbrella Liability		Eff. Exp.	Limit \$	
Farmowners Liability Including Products Business Pursuits <input type="checkbox"/> Excluded <input type="checkbox"/> Included		Eff. Exp.	Limit \$	Type: Describe:
Other		Eff. Exp.		

X

Authorized Signature

4893

Agent Number

(231) 861-5219

Agent Phone Number



Dubois Tree & Land Management, LLC

Insured

Contractors Invoice

Work Performed At

0888

Office: 7246 Forest Glen
Rothbury, MI. 49452
Ph. 231-861-0820
www.mitreecare.com

City of Hart
John Gurney Park
Hart, MI 49420

Estimate Completed by Mike Dubois - Cell = 231-747-5068

Description of Work Performed

Removal of 13 Marked trees over Campers/Trailers and Power lines, Located in John Gurney Park. Cut down, Rope Rig, chip brush, Rake/Blow work site/area, Haul all wood away. Complete clean-up
Total cost - \$16,900.
16,900.

This is an estimated cost, that we are not to exceed even if it takes longer than expected, but may be less than this total cost if Project is finished ahead of schedule.

Mike Dubois
1-27-20

Payment due upon receipt or 3% interest after 28 days

_____	Owed	_____
_____	Received	_____
_____	Due	_____



Dubois Tree & Land Management, LLC

Insured

Contractors Invoice

Work Performed At

0887

Office: 7246 Forest Glen
Rothbury, MI. 49452
Ph. 231-861-0820
www.mitreecare.com

City of Hart
John Gurney Park
Hart, ME 49420

Estimate Completed by Mike Dubois - Cell = 231-747-5068

Description of Work Performed

Removal of 13 marked trees over campers/Trailers, and power lines, Located in John Gurney Park, Cut down, Rope & Rig, chip brush, Rake/Blow work site/area, Leave wood on site.

Total cost - ~~11,200.00~~
11,200.00

This is an estimated cost, that we are not to exceed even if it takes longer than expected, but may be less than this total cost if project is finished ahead of schedule.

Mike Dubois
[Signature] - 1-27-20

Payment due upon receipt or 3% interest after 28 days

_____ Owed	_____ Date
_____ Received	_____
_____ Due	_____

RESOLUTION 2020-11
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS FOR REMOVAL OF TREES AT JOHN GURNEY PARK

WHEREAS, the City of Hart owns John Gurney Park and maintains a campground as well as utility systems throughout the park; and

WHEREAS, prior to the opening of the campground for the season it is in the best interest of the city to have specific trees removed to ensure the health and safety of the visitors; and

WHEREAS, the city advertised for the trees to be felled and requested two options one for leaving the large tree logs for the park manager to break down to provide firewood for the park or the option for complete site clean up including the removal of all wood debris and logs; and

WHEREAS, bids were received from two businesses Custom Tree Service in the amounts of \$12,350 -full clean up or \$9,900 – large logs remain and from Dubois Tree and Land Management in the amounts of \$16,900 – full clean up and \$11,200 – large logs remain

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bids for the removal of marked trees in John Gurney park and awards the project to Custom Tree Service for _____ in the amount of

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, February 11, 2020.

Ayes: Nays: Absent:

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

Cheri Eisenlohr, Deputy Clerk

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 02/07/2020

Re: Res. 2020-12 Authorize contract for Trust Fund grant re-application

The City is working to re-submit their application to the MNR Trust Fund for the Veteran's Park improvements. The 2018 application scored well but was not awarded funding. Changes have been made to the scoring matrix and I have been working with our engineers to identify ways to improve our application. The grant application is due in April and requires updated cost estimates and additional work. Prein & Newhof is the cities engineer of record and completed the work on the 2018 application.

It is my recommendation that the Council adopt Resolution 2020-12 Authorizing contract with Prein & Newhof for services related to the MNR Trust Fund re-application.

Lynne

February 4, 2020

Ms. Lynne Ladner, City Manager
City of Hart
407 State Street
Hart, MI 49420

RE: Proposal for Water Trail Development

Dear Ms. Ladner

We are very pleased to hear that you are interested in developing a formal Hart Lake Water Trail. Trail development is not only a priority for DNR grant funding, it is highly desired by the public in parks & recreation master plan surveys across the state. Please find below our proposal scope of services to assist you in this exciting project.

Site Investigation and Inventory

Visit all potential water trail access sites to evaluate their existing infrastructure, photograph the current conditions, and identify potential challenges and opportunities related to access to the water.

Water Trail Master Plan Map

Following the investigation and inventory phase we would propose to develop a Water Trail Map. This map would show the location of all Hart Lake access points, distances between access points, site amenities and parking, water trail safety & rules, and other activities at that location. This map would also serve as a map that could be placed online for information and marketing, as well as on site.

Hart Lake Water Trail Logo

As part of the development of the signage, we would also propose to assist the City of Hart with the development of a Water Trail logo. The logo would be beneficial for marketing, branding, and even merchandise for your unique water trail.

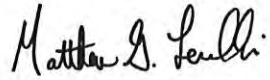
Costs not to exceed - \$5,900

It is our assumption that the City of Hart will provide us with the preferred sign language for rules, regulations, hours, local businesses, and will assist with other sign text. Please let us know if have any questions or changes you'd like to see made regarding this proposal. If our proposal is acceptable, we would be happy to provide you with a professional services agreement and a schedule for completion.

Ms. Lynne Ladner
February 4, 2020
Page 2

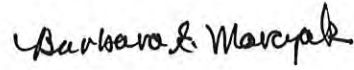
Sincerely,

Prein&Newhof



Matt Levandoski, PLA
Landscape Architect

MGL/mgl



Barbara Marczak, PE
Team Leader

RESOLUTION 2020-13
City Council
City of Hart, Michigan
Oceana County

***AUTHORIZING CONTRACT WITH PREIN & NEWHOF DEVELOPMENT OF THE
HART LAKE WATER TRAIL***

WHEREAS, the City of Hart owns Hart Lake and wants to encourage recreational activities on the lake; and

WHEREAS, the State of Michigan is encouraging the development of water trails in areas that can provide recreational activities to the public and water trails are a priority for the MNR Trust Fund in connecting grant projects with these recreational opportunities; and

WHEREAS, Prein & Newhoff is the City's engineer of record and is familiar with Hart Lake, the grant application requirements and can provide needed expertise in the development of water trails and the necessary documentation to provide us with the best efforts to begin attracting visitors to the water trail

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorizes entering in to a contract with Prein & Newhof for services associated with the development of the Hart Lake Water Trail at a cost not to exceed \$5,900

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, February 11, 2020.

Ayes: Nays: Absent:

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

Cheri Eisenlohr, Deputy Clerk

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 02/07/2020

Re: Res. 2020-13 Authorize contract for development of Hart Lake Water Trail

The State of Michigan is encouraging the development of water trails in areas that can provide recreational activities to the public and water trails are a priority for the MNR Trust Fund in connecting grant projects with these recreational opportunities. The City is also required to increase our recreation options associated with Hart Lake in order to retain our license for the Hydro-dam.

It is my recommendation that the Council adopt Resolution 2020-13 Authorizing contract with Prein & Newhof for the development of the Hart Lake Water Trail.

Lynne

February 4 , 2020

Ms. Lynne Ladner, City Manager
City of Hart
407 State Street
Hart, MI 49420

RE: Proposal for Re-Application of MNRTF Grant – Veteran’s Park

Dear Ms. Ladner

We are very pleased to hear that you are interested in re-applying for a MDNR Trust Fund Grant for development of park improvements at Veteran’s Park. As is usually the case with DNR grant applications, it is our assumption that P&N and the city will work together to complete the online grant application. Thankfully, because this grant and project has been previously applied for, much of the effort is to update the required project and grant documents as outlined below.

Scope of Services

- Cost Estimate Updates
- Development Map Updates
- Hart Lake Water Trail GIS Map
- MI Rec Grant Online Application

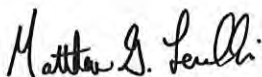
Costs not to exceed - \$4,400

At the completion of the project the City of Hart will need to again hold a public hearing at your March board meeting and pass a formal resolution to apply for the MDNR Trust Fund grant.

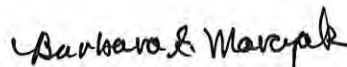
Significant changes to the design requiring new plans and graphics are not included. Should any work be requested beyond the scope provided above, additional fees may apply at our standard hourly rates. If this proposal is acceptable, we will send you a professional services agreement and a proposed schedule of tasks to meet the April 1st, 2020 deadline.

Sincerely,

Prein&Newhof



Matt Levandoski, PLA
Landscape Architect



Barbara Marczak, PE
Team Leader

MGL/mgl

RESOLUTION 2020-13
City Council
City of Hart, Michigan
Oceana County

***AUTHORIZING CONTRACT WITH PREIN & NEWHOF DEVELOPMENT OF THE
HART LAKE WATER TRAIL***

WHEREAS, the City of Hart owns Hart Lake and wants to encourage recreational activities on the lake; and

WHEREAS, the State of Michigan is encouraging the development of water trails in areas that can provide recreational activities to the public and water trails are a priority for the MNR Trust Fund in connecting grant projects with these recreational opportunities; and

WHEREAS, Prein & Newhoff is the City's engineer of record and is familiar with Hart Lake, the grant application requirements and can provide needed expertise in the development of water trails and the necessary documentation to provide us with the best efforts to begin attracting visitors to the water trail

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorizes entering in to a contract with Prein & Newhof for services associated with the development of the Hart Lake Water Trail at a cost not to exceed \$5,900

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, February 11, 2020.

Ayes: Nays: Absent:

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

Cheri Eisenlohr, Deputy Clerk



CITY OF HART
 407 S. State St., Hart, MI 49420
 Ph: 231-873-2488 Fax: 231-873-0100
SPECIAL EVENTS PERMIT



THE CITY IS NOT RESPONSIBLE FOR BY-STANDERS AT YOUR EVENT.

DATE OF APPLICATION: 2/3/2020

NAME OF EVENT: Hart Hills Gravel Bike Race

DATE OF EVENT: April 11, 2020 TIME: 10 am TO 2 PM

RAIN DATE OF EVENT: **MUST PROVIDE** None

LOCATION AND/OR ROUTE OF EVENT: Same as 2019

DESCRIPTION OF EVENT: 5, 10, 25 and 50 mile bike race starting starting and finishing in front of Hart Pizza

SPECIAL NEEDS:

NAME OF ORGANIZATION OR SPONSOR: Raymond Passchier

ADDRESS: 1545 Orville St SE, Grand Rapids, MI 49507

CONTACT PERSON: Raymond Passchier

PHONE: 616-821-3948 FAX:

EMAIL: rpasschier@yahoo.com

X Raymond Passchier 2/3/2020

SIGNATURE OF EVENT COORDINATOR/SPONSOR DATE

IT IS YOUR RESPONSIBILITY TO SCHEDULE THE LOGISTICS MEETING WITH THE CITY DEPARTMENTS INDICATED IF YOUR APPROVED PERMIT INDICATES THAT A MEETING IS NEEDED. PLEASE NOTE THAT A 7 - 10 DAY ADVANCE NOTICE WILL BE NEEDED TO SCHEDULE THE MEETING.
POLICE: 873-2488, DPW: 873-3100, HYDRO: 873-5367, EMS: 873-8240

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER: _____ APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

**CITY OF HART
CAPITAL ASSET MANAGEMENT POLICY**

1. **PURPOSE:** The purpose of this policy is: (1) to describe the policies and procedures utilized in the City of Hart capital asset management system; (2) put in place guidelines for accounting for and depreciating the City of Hart capital assets.

The primary goals of this policy are:

- To ensure that the City of Hart's capital assets are accounted for in conformance with generally accepted accounting principles; and
- To establish a consistent and cost-effective method for accounting of the City of Hart's capital assets.

This capital asset policy is in accordance with generally accepted accounting principles and closely conforms to capital asset accounting practices as recommended by the Government Finance Officers Association. The Government Finance Officers Association (GFOA) recommends that every state and local government consider the following applicable guidelines in establishing capitalization thresholds for capital assets:

- Capital assets should be capitalized only if they have an estimated useful life of at least two years following the date of acquisition.
- Capitalization thresholds should be applied to individual assets rather than to groups of similar items (e.g., desks, tables). (For assets that qualify for capitalization and depreciation under the "group method" however, see third paragraph under the heading "THRESHOLD" for discussion of the appropriate threshold application).
- In no case should a government establish a capitalization threshold of less than \$5,000 for any individual item.
- Governments should exercise control over their non-capitalized capital assets by establishing and maintaining adequate internal control procedures at the department level.

2. **AUTHORITY:** The City of Hart City Council
3. **APPLICATION:** This policy applies to all City of Hart Department heads
4. **RESPONSIBILITY:** The City of Hart City Manager and/or designee shall be responsible for implementation of this policy.

5. **DEFINITIONS:** See attachment entitled "Glossary of Terms".

6. **POLICY:**

6.1. Threshold

Effective **February 26, 2020**, the City of Hart will capitalize individual assets other than Buildings, Building Improvements and Land Improvements, and Infrastructure that cost **[\$5,000]** or more and have an estimated useful life of at least two (2) years. The capitalization threshold for Buildings and Building Improvements shall be **[\$50,000]** and for Land Improvements the capitalization threshold shall be **[\$25,000]**. However, assets acquired with debt proceeds may be capitalized regardless of cost. In addition, assets acquired prior to June 30, 2020 and capitalized at a lower threshold, may continue to be depreciated on the basis of past practice. Effective June 30, 2020, infrastructure projects and improvements shall be capitalized so as to substantially account for the **City of Hart's** investment in infrastructure and consider related debt. Individual assets that cost less than **[\$5,000]**, but that operates as part of a network system may be capitalized in the aggregate, using the group method, if the estimated average useful life of the individual asset is at least two years. A network is determined to be where individual components may be below **[\$5,000]** but are interdependent and the overriding value to the City of Hart is on the entire network and not the individual assets (e.g. computer systems and telephone systems).

6.2. Valuation

In accordance with generally accepted accounting principles, the City of Hart will value its capital assets at historical cost. Historical cost includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs. If a capital asset is donated to the City of Hart, the asset will be valued based on the fair market value at the time the asset is donated.

6.3. Capital Assets Inventory Report

As part of the financial audit, the Treasurer's Office shall submit a capital asset report to the City of Hart's external auditor on an annual basis. This report will include the following information:

- Type of asset (i.e. land, building, infrastructure)
- Date of acquisition
- Acquisition cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

6.4. Depreciation

The City of Hart will use the Straight-Line Method as its "basic approach" (standard approach) to depreciate capital assets.

The Modified Approach, which does not require depreciation, may be used on infrastructure assets whenever applicable.

6.5. Estimated Useful Lives

The following ranges will be used in setting estimated useful lives for depreciating assets.

Building and Structures 20-50 Years
Vehicles 04-15 Years
Other Equipment 03-25 Years
Infrastructure 20-100 Years

6.6. Capital vs. Repair and Maintenance Expense

The following criteria are the basis for distinguishing costs as either capital or repair and maintenance expense:

1. With respect to improvements on non-infrastructure and infrastructure capital assets, under the Basic Approach, costs should be capitalized if the useful life of the asset is substantially extended, or the cost results in a substantial increase in the capacity or efficiency of the assets.

i. Otherwise, the cost should be expensed as repair and maintenance.

2. With respect to improvements on infrastructure capital assets under the Modified Approach, costs should be capitalized if expenditures substantially increase the capacity or efficiency of an infrastructure.

i. Otherwise, costs, including those that preserve the useful life of an infrastructure asset, are expensed.

6.7. Inventory

For internal control purposes, the City of Hart may maintain an inventory listing of certain assets (controlled equipment) that do not meet the above reference capitalization amounts. Controlled equipment includes items that should be specifically accounted for and inventoried periodically due to the high re-sale value of the equipment and potential risk of theft. Controlled equipment may include items such as computers, construction equipment, and

other office equipment. Each Department Head is responsible for all controlled equipment within their areas of responsibility.

6.8. Disposal and Transfer of City of Hart's Assets

Disposition of City of Hart assets will be performed in accordance with applicable City policies and procedures.

CITY OF HART CAPITAL ASSET MANAGEMENT POLICY GLOSSARY OF TERMS

1. **Capital Assets:** Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, intangible assets (such as computer software), and works of art and historical treasures.
2. **Capitalization:** Capitalization of an asset occurs when the cost of the asset meets the "threshold" and the "estimated useful life" set in the organizational guidelines. Under capitalization, the cost of an item is initially recorded as an asset rather than an expense.
3. **Depreciation:** Depreciation is the process of allocating the cost of property over a period of time, rather than recognizing the cost as an expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less salvage value.
4. **Donated Capital Asset:** Donated assets are those assets contributed to the City of Hart. The donated assets are treated like a capital asset (using the fair market value).
5. **Estimated Useful Life:** Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. In determining useful life, consideration is given to the asset's present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.
6. **Fair Market Value:** The amount that would be paid if the item were sold currently in a transaction between a willing buyer and a willing seller.
7. **Historical Cost:** The historical cost of a capital asset includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs.

- 8. Infrastructure Assets:** Infrastructure assets are long-lived capital assets that normally can be preserved for a significant greater number of years than most capital assets (noninfrastructure assets). Infrastructure assets are normally stationary in nature and are of value only to the government entity. Examples include the City of Hart wastewater collection system.
- 9. Modified Approach:** The Modified Approach is the election *not* to depreciate infrastructure assets that are part of a network that meet two specific requirements. The government entity manages the eligible infrastructure assets using an asset management system that has certain specified characteristics. To meet this requirement the asset management system should: Have an up-to-date inventory of eligible infrastructure assets within the network for which the modified approach is adopted. Perform or obtain condition assessments (physical assessment) on infrastructure assets and summarize the results using a measurement scale. The condition assessment must be performed at least once every three years. The condition assessments must be replicable (conducted using methods that would allow different measurers to reach substantially similar results). Each year, the government entity must estimate the amount needed to maintain and preserve infrastructure assets at a condition level established and disclosed by the government entity. The government entity documents that the eligible infrastructure assets are being preserved approximately at (or above) a condition level established and disclosed by that government entity. If any of the above conditions are not met, reporting must revert back to the depreciation method.
- 10. Salvage Value:** The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose. In other words, the salvage value is the estimated amount for which the asset could be sold at the end of its useful life.
- 11. Straight-Line Method:** The straight-line method is the simplest and most commonly used for calculating depreciation. It can be used for any depreciable property. Under the straight-line method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life.
- 12. Threshold:** The threshold is the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.

CITY OF HART
FUND BALANCE POLICY FOR GENERAL FUND

Purpose

To establish an appropriate level of fund balance in the General Fund, define the components of fund balance, and direct officials in the methods to be used for increasing or decreasing fund balance when trends indicate fund balance will fall outside the minimum/maximum levels.

Policy

Fund balance is created from excess revenues over expenditures. It is a fund's net assets, mostly made up of cash and investments and, unless otherwise restricted, available for spending. There are five components of fund balance, namely:

1. **Nonspendable Fund Balance.** This portion of fund balance is *nonspendable* because of its form, for example inventory and non-financial assets, or because of legal or contractual requirements.
2. **Restricted Fund Balance.** This portion of fund balance is *restricted* due to external limitations placed on the use of the funds. The restriction typically comes from outside the local government as a condition of the revenue source.
3. **Committed Fund Balance.** Fund balance is *committed* if a limitation is set in place by formal action of the City Council prior to the end of the fiscal year. The limitation remains binding until the City Council takes formal action to remove it.
4. **Assigned Fund Balance.** Fund balance may be *assigned* to reflect the intended use of the resource. The assignment of funds may come from the City Council or from a designee of the City Council, for example the City Manager. Less formality is needed to impose, remove, or modify a constraint reflected in *Assigned Fund Balance*. No funds other than the General Fund may have Unassigned Fund Balance, therefore any amounts remaining in excess of Nonspendable, Restricted, or Committed funds in funds other than the General Fund will automatically be reported as *Assigned Fund Balance*. If any portion of existing fund balance will be used to eliminate a projected deficit in the subsequent year's budget, this amount will also be categorized as *Assigned Fund Balance*.
5. **Unassigned Fund Balance.** The General Fund, and no other governmental fund, may have resources that cannot be classified in one of the four categories described above. Only the General Fund can report a surplus, an *Unassigned Fund Balance*.

Because Nonspendable and Restricted fund balance are not available for spending due to external enforceable conditions this fund balance policy is focused on the appropriate level of General Fund Unrestricted fund balances, those classified as Committed, Assigned, and Unassigned.

Financial flexibility, provided by adequate fund balance, is needed to cushion the impact of unanticipated emergencies and revenue shortfalls. These include loss of major taxpayers, loss of state revenue sharing, infrastructure emergencies and other economic distresses that serve to impair the City's ability to deliver essential community services. Without this cushion taxpayers would be subject to millage increases, cuts in services, and/or deferred investment in and maintenance of infrastructure.

Minimum/Maximum Unrestricted Fund Balance

Minimum Unrestricted fund balance shall be the sum of the top two taxpayers' total annual City tax or 25% of General Fund revenue, whichever is higher.

Maximum Unrestricted fund balance shall be the sum of the minimum, plus an infrastructure emergency reserve of _____, plus an operating reserve of ___% of General Fund expenditures.

The minimum/maximum range will be determined each year and reported as part of the fiscal budget.

Remedy for Maintaining Minimum/Maximum Fund Balance Range

When fund balance approaches its minimum threshold the following measures, in priority order, shall be used to build up fund balance:

1. Cut or delay pay-as-you-go capital improvements from the CIP.
2. Cut general operating expenses.
3. Increase rates and charges funding specific services to make them self-sufficient where possible.
4. Increase millage.

When fund balance approaches its maximum threshold the following measures, in priority order, shall be used to reduce fund balance:

1. Fully fund the Employee Defined Benefit pension, if not already at full funding.
2. Fully fund the OPEB Annual Required Contribution, if not already at full funding.
3. Pre-fund or accelerate capital improvements in the CIP by transferring funds to the Capital Improvement budgets.
4. Move up the debt schedule for existing bond payments to lower the City's debt burden.
5. Reduce millage.

DISASTER RECOVERY PLAN

EFFECTIVE DATE: February 26, 2020

The City Council is committed to maintaining and protecting the operations of the City and its information systems. The Council believes complete and accurate information is vital to the Council's ability to deliver uninterrupted service to the community it represents. To that end, the Council has determined that a plan of action should be created to address the following items in case of interruption to the City's operations.

The Plan should include:

- A. adequate insurance for assets;
- B. a list of all essential equipment and applications that are used and may be deemed essential;
- C. a description of the procedures/processes used to backup data on a daily, weekly, monthly, quarterly, and year-end basis;
- D. backup storage off-site;
- E. maintenance agreements for hardware and software (including, but not limited to the operating system);
- F. a list of vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;
- G. procedures to create payroll checks and budgetary checks and perform other necessary City functions.

**Receipt of City of Hart
Disaster Recovery Plan**

I have received and read the City of Hart Disaster Recovery Plan. I understand that I am responsible for adhering to the rules and regulations described therein. I understand that these rules and regulations may be added to or changed by the City at any time. It is my responsibility to bring any questions I have about the City of Hart Disaster Recovery Plan to my supervisor.

Date: _____

Employee Signature: _____

Employee name (please print): _____

FRAUD RISK MANAGEMENT POLICY

EFFECTIVE DATE: February 26, 2020

POLICY: The CITY OF HART is committed to making sure that the opportunity for fraud, theft, and corruption is reduced to the lowest possible risk. Systems and procedures for the prevention and detection of fraud and theft have been designed and implemented to ensure a culture and environment that promotes honesty and ethical behavior.

As an important part of this commitment, this policy will serve to advise and guide the CITY OF HART's Boards, Committees, Councils, employees, and volunteers on the CITY OF HART's approach to these serious issues. All individuals connected with the CITY OF HART are expected to be fair and honest, and to provide the CITY OF HART any help, information and support necessary to deal with fraud, theft, and corruption.

In order to combat fraud, theft, and corruption, it is essential that there are clear, written policies and procedures and that these documents are reviewed regularly to address changes in the business and working environment.

The CITY OF HART's City Manager is responsible for assuring that suitable levels of internal checks and balances are included in work procedures, particularly financial procedures.

The CITY OF HART expects all employees, suppliers, and contractors to be honest and fair in their dealings with the CITY OF HART, and employees and Board and Committee members are expected to lead by example in these matters. Dishonest and/or illegal activity will not be tolerated.

Employees play a vital role in dealing with fraud, theft, and corruption. The CITY OF HART encourages employees to report any suspected fraud, theft, and corruption.

All information will be dealt with fairly and confidentially, and the CITY OF HART will make every effort to protect the identity of the person(s) providing the information.

The response to any report of fraud, theft, or corruption will be effective and organized. The CITY OF HART will deal firmly and quickly with anyone who is responsible for fraud, theft, or corruption.

The CITY OF HART's City Manager, in consultation with the CITY OF HART's City Council, will decide on the type and course of the investigation. This will include referring matters to the police if criminal activity is suspected. The CITY OF HART will prosecute, and/or carry out disciplinary action up to and including termination of employment.

The investigative process should not be misused, and therefore, any abuse, such as raising unfounded malicious allegations, will be addressed as a separate disciplinary matter.

The key to a successful Fraud Risk Management Policy is training and awareness. All employees, volunteers, and members of Boards, Committees, and Councils are expected to read, understand, and comply with this and the other policies and procedures of the CITY OF HART. Disregard for these policies and procedures may lead to formal disciplinary action, up to and including termination of employment.

The CITY OF HART will provide training for employees, volunteers, and members of Boards, Committees, and Councils who are involved in and/or manage internal control systems (particularly all financial procedures) to assure that their responsibilities are regularly reviewed and reinforced.

**Receipt of City of Hart
Fraud Risk Management Policy**

I have received and read the City of Hart Fraud Risk Management Policy. I understand that I am responsible for adhering to the rules and regulations described therein. I understand that these rules and regulations may be added to or changed by the City at any time. It is my responsibility to bring any questions I have about the City of Hart Fraud Risk Management Policy to my supervisor.

Date: _____

Employee Signature: _____

Employee name (please print): _____

**CITY OF HART
RESOLUTION 03-41
ACH and ELECTRONIC TRANSACTIONS POLICY**

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use electronic transactions by designated officers of the local government; and

WHEREAS, the Hart City Council deems that it is in the best interest of the City of Hart to make certain financial transactions by using electronic transactions as described in the Act;

NOW, THEREFORE, BE IT RESOLVED,

That the following policy shall govern the use of electronic transactions:

- (a) The Treasurer shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The Treasurer shall abide by the attached written policy, to be followed in accordance with the act;
- (c) The Treasurer shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
- (e) All ACH transactions shall be approved by the City Manager BEFORE payment is made.

Moved by _____ and seconded by _____ and thereafter adopted by the Hart City Council at a regularly scheduled council meeting held on Tuesday, July 22, 2003 at 7:30 p.m.

Ayes _____, Nays _____, Absent _____

STATE OF MICHIGAN))ss
COUNTY OF OCEANA)

I, the undersigned, the duly qualified and elected Clerk of the City of Hart, Oceana County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution enacted by the Hart City Council at a regular meeting held on the 22nd day of July, 2003, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of July, 2003.

Clerk

CITY OF HART
ACH AND ELECTRONIC TRANSACTIONS POLICY
JULY 2003

The following policy shall govern the use of electronic transactions and ACH arrangements for the City of Hart:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds

The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The City Council shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the City.

2. Responsibility for ACH Agreements.

The Treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the City Council documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The Treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the department head of those accounts to be paid by ACH or electronic transfers.
- b. Upon receipt of an invoice for payment for accounts paid by ACH, the department heads shall approve payment and notify the Treasurer of the date of debit to the City accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the City Council. All other invoices approved by the department heads and payable by ACH may be paid in that matter if deemed in the best interest of the City, e.g. to avoid a late fee.
- c. For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.

- e. All invoices shall be held by the Treasurer along with copies of payment advices.